

**Country Creek Patio Home Association
Board of Directors Meeting Minutes
Wednesday, March 15, 2023 @ 1:00 p.m.**

1. Call to Order and Roll Call

- a. Board members present: Linda Clifford(LC), Jan Peterson(JP), John Rodwick(JR), Jean Citkovic(JC), Lynn Holmes(LH), Lance Lehrkind(LL), Judy Benns(JB), Ron Snell(RS)
- b. CIC Management Present: Christine Sartoris(CS)

2. Review Agenda – Approve/Amend

- a. Agenda approved with addition (discussion of RV Park) - unanimously

3. Adoption of Minutes from Board Meeting dated 2/15/2023

- a. The revised Minutes were adopted as amended - unanimously

4. Member Presentations to the Board

- a. Linda Roush expressed opposition to adopting Policy Governance.
- b. Sandi Seckman requested confirmation of the Art Show date change to 9/16/2023 and requested a Board decision on hanging Art Work in the Clubhouse.
- c. Dan Colesworthy suggested the Advisory Board Meetings be moved to the first Wednesday of each month at 1 pm and recommended that there be a formal performance review of the management company.
- d. Nancy Burdette indicated support for the Art Group hanging art in the Clubhouse. She also indicated that CIC did not make vendor decisions last year and cannot be evaluated on that.

5. Board Action Without a Meeting

- a. With final vote cast on March 14th, the Board unanimously approved the bid from Serv Pro to clean the Clubhouse flooring on Monday, March 20th. Future cleaning will be scheduled as needed.

6. Member Reports - Refer to Board Package for Reports

a. Financial & Legislative (John Rodwick)

- I. JR advised that the funds in Alpine Bank and Edward Jones are fully insured under the FDIC. In addition, Alpine automatically advises JR of any withdrawal over \$1,000. Edward Jones has its own liability insurance just as CIC has. A \$175k CD matured and was reinvested (\$125K in a 12-month CD @ 5.15% interest, \$50k in a 6-month CD will be earning about 5% return).

b. Landscape Maintenance (Judy Benns) and Irrigation/RV (Ron Snell)

- I. CS and JB met with Will (WD Yards) Shrub trim is complete, Rose pruning scheduled to be completed by the end of March, shrub bed pre-emergent and spot treatment will be applied as soon as weather permits. Board action is required to approve fruit bearing tree spray to prevent producing fruit. PHA would pay \$500 for the spray, WD will provide application labor at no additional charge to the PHA. JR requested more information regarding spray safety to pets before a Board decision is made. CS will handle.
- II. RS advised that irrigation start up is expected mid-April. CS, RS, and LH will meet with WD Yards.

- III. RS expressed problems with the current RV policy. Proposed revisions to the current policy would be drafted and sent to the members for comments prior to the Board making a final decision on a RV Policy revision. RS will follow the current policy. Currently there are approximately 5-40' spots and 7-20' spots available.

c. **Secretary and Activities (Jean Citkovic)**

- I. JC reminded homeowners to submit their renewal Homeowner Insurance declaration pages.

d. **Covenant Ombudsperson (Christine Sartoris covering)**

- I. No further discussion

e. **Facilities & Garden (Lance Lehrkind)**

- i. LL advised that garden issues need to be addressed quickly – communication to recruit new gardeners, permanent location of the garden, garden updates to Cat Tales.

f. **Legislative Report (John Rodwick)**

- I. JR advised the legislature is looking at approximately 600 bills. He is monitoring Pension Fund legislation and HOA legislation. He doesn't feel the HOA legislation would impact our PHA.

g. **Vice President (Jan Peterson)**

- I. No further discussion.

h. **President (Linda Clifford)**

- I. No further discussion.

i. **Management Company (Christine Sartoris)**

- I. CS is awaiting quotes for the Crime/Theft Insurance policy increasing limits for the board and also a PHA policy covering the management company.

7. Committee Reports

a. **Advisory Committee (Nancy Burdette)**

- I. NB advised that Steve Sides wants to work with volunteers to help residents with simple household chores.
- II. NB suggested using an off-site location for our Semi-Annual Meetings. The Advisory Committee would like volunteers to investigate possible locations.

b. **Architectural Review Committee (Christine Sartoris)**

- I. CS advised that ARC requests are posted on the portal for Board Review and for the individual resident to review their request. Hard copies are not necessary to submit if the members submit electronically. Saved on a cloud based platform as well as on the management company's server.

8. Old Business

a. **Emergency Irrigation Policy**

- I. LH and CS advised a designated phone number should be assigned for residents to report irrigation emergencies. A group call-tree text would be established, including LH, RS, CS and WD Yards to communicate the emergency and assess the timeline required for response.

b. **Debit Card Merchant Account Policy**

- I. This will be a priority, handled by the new Board in April as part of reviewing and revising all policies and procedures.

c. **Insurance: Theft Policy**

- I. A board decision regarding Theft Insurance Policy increase to \$150,000 for Board coverage and/or addition of CIC is pending the quote.

d. **Age Verification – Next Steps**

- I. The attorney is drafting the policy. We are currently at 90% verified.

9. New Business

a. Main Meeting Room Lighting Upgrades

- I. LH and CS advised the lighting replacement/upgrades includes replacing the six existing ceiling fixtures and adding an additional six fixtures on the east and west ends. Quote was received from Fenske for \$3965. Another vendor quote is expected. Question about funding of project--CS reported this is a reserve expense as it is an upgrade, replacing 20+ year old broken fixtures. JR moved to accept the project, approving up to \$4,500 for the project. LH seconded. Resident comments included confirmation that they are replacing with LED bulbs, asked if there are additional bids (CS advised another bid is expected), all work done by a licensed electrician will be to code, Reserve funding is appropriate. Vote taken, the Board approved the project, unanimously.

b. Swamp Cooler and Preventative Maintenance

- I. CS advised she is meeting with the current provider and looking at other contractors to compare pricing. No decision has been made yet.

10. Next Meeting Dates:

- a. 3/24 – New Board Organizational Meeting
- b. 4/19 – Monthly Board Meeting

11. There being no further business to discuss, the meeting adjourned at 2:07 pm.

Actions Taken by the Board:

- a. The Board unanimously approved the lighting upgrade in the Main Meeting Room.

Respectfully submitted, Jean Citkovic, Secretary